



Random Moment Sampling *for Child Placing Agencies*

Indiana Department of Child Services

Effective January 1, 2012



*Protecting our children,
families and future*

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Random Moment Sampling Overview

- A time study is a federally accepted process for allocating costs to various funding activities.
- Based on these results, DCS determines the percentage of time, and the amount of money, that can be charged to various funding sources.
- DCS has made changes to the RMS that are effective January 1, 2012:
 - RMS will move to an e-mail and web-based platform.
 - There are new program and activity code options and participants must select both a program and an activity when completing their moments.



Completing a Sample

- At the moment you are to be sampled, you will receive an email from the RMS Administrator (DCS RMS).
- Included in the email are:
 - Sample moment date and time
 - Sample sequence number
 - Instructions on accessing and completing the observation form
 - Contact information
- The email will have a link to the intranet form. Click on the highlighted link and you will be taken to the intranet sample observation form.

Completing a Sample (continued)

- To select a **Program**:
 - Left click on the arrow to the right of the **Program** field.
 - Scroll through the drop down list by using the arrows to the right.
 - Left click on the appropriate program to highlight.
 - The box will disappear and your program selection will appear in the **Program** field.
- Repeat the process to select an **Activity**.
- **Program** and **Activity** descriptions may be accessed by highlighting a choice then left clicking on the description link and a pop-up will appear.

Completing a Sample (continued)

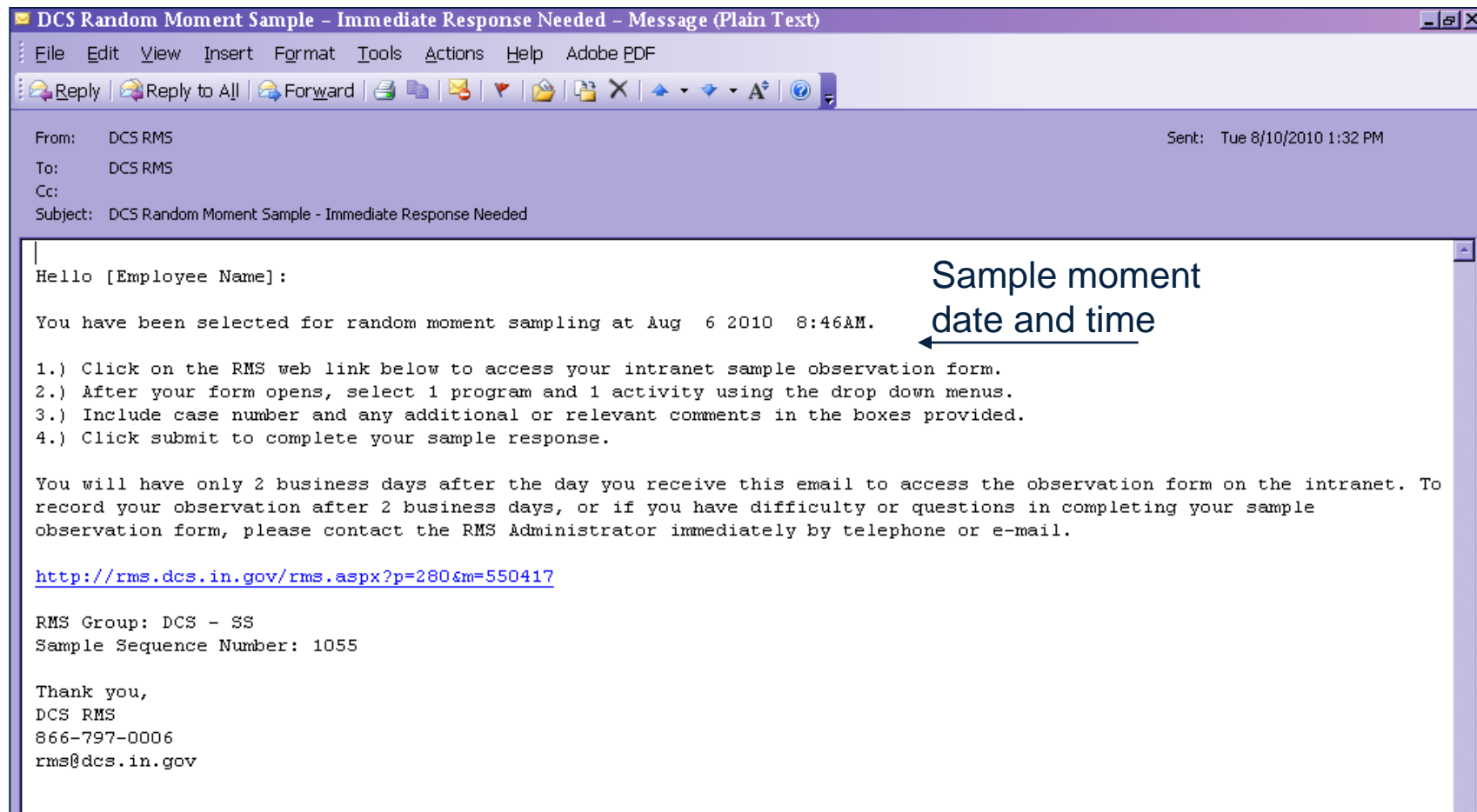
- Enter the appropriate Case ID in the **Case Number** field. This is a federally required piece of information for all time study participants and it must be included.
- Under **Comments**, include a narrative description of the type of case you are working on and your activity at the time of the sampled moment.
 - Completion of the comment field is required for all activities except lunch/breaks.
- Once you have completed all fields on the form, check to make sure the information is correct and left click the **Submit** button at the bottom of the page.
- After you have submitted the form, the screen will change and a message will appear letting you know your response was successfully recorded.

Completing a Sample (continued)

- The Intranet Form arrives in your email inbox and is to be completed within 2 business days. This is a timeframe that was negotiated with the federal government.
 - You will receive a 24-hour reminder phone call if your response has not been received.
 - A final 48-hour reminder email will be sent to you and your RMS Coordinator if a response has still not been received.
- You cannot change your responses through the Intranet form once you have clicked submit.
- You cannot access the Intranet form after the 2 business days have expired.
- If you are on leave (e.g., vacation, medical leave, etc.), you may contact the RMS Group and they can record your sample response.

The following slides contain screen shots of the Intranet email and form:

Example RMS Notification Email



Example Intranet Observation Form

Random Moment Sample - Microsoft Internet Explorer provided by FSSA - State of Indiana

File Edit View Favorites Tools Help

Address <http://rms.dcs.in.gov/rms.aspx?p=280&m=549327> Go Links Convert Select

Sample Information:

Name: Observation: 8/10/2010 10:14:00 AM

Location:

Sequence Number: 1165

Your Response:

Please respond to this RMS Observation by entering the appropriate information in the boxes shown below. Complete your response by clicking the Submit button.

Important: Your response should reflect what you were doing on *Tuesday, 8/10/2010 at 10:14:00 AM*

Program [Program Description](#)

Activity [Activity Description](#)

Case Number

Comments
(500 char max)

Questions or Concerns? Contact the RMS Administrator at rms@dcsc.in.gov or 1-866-797-0006

RMS Web Response Version 2.32

[RMS Intranet Instructions - How to Complete a Sample \(Power Point\)](#)
[Social Services RMS Instructions](#)

Program Codes

- Children At Home (Not in Foster or Substitute Care)
 - Use this code when working on behalf of a child who still resides at home and is not in the guardianship of the State. Use this code when providing services to biological parents or guardians prior to the child returning to the home as part of that child's treatment plan.
- Out-of-Home Care
 - Use this code when performing activities for out-of-home placements such as group homes, non-relative foster placements, emergency shelters, hospitals, relative homes, etc. Also includes emergency placement, children in court ordered "trial" home visit (continue to be in Out-of-Home Care status), initial foster home placement, ongoing substitute care, probate court cases, and wardship cases including service to out of-county cases.
- Adoptions
 - Performing activities for a child for whom (1) parental rights have been terminated, (2) adoption is documented in the case plan as the goal for that child, and (3) the child is placed in a pre-adoptive home. All 3 criteria must be satisfied to use this code. Include all activities with regard to Adoption Assistance Program (AAP) eligibility determinations, and post adoption activities for in-state and out-of-state children. This program code should be used for all staff activities provided to adoptive or potentially adoptive parents.

Program Codes (continued)

- Independent Living Placements
 - Use this code when working on a case where a client is in an independent living placement. This is not to be use when providing independent living services to a client who is still in an out of home placement (use out-of-home placement code).
- Services to Adults
 - Use this code when providing services to adults, not related to the treatment plan of a child. This includes working with biological parents as part of a wraparound service, not related to a child's treatment plan.
- General Agency Activities
 - Use this code when working on agency activities which are not specific to any other CPA program (e.g., general administrative functions, training, leave, etc.).

Activity Codes

- Case Management (Foster Care/ Non-Medical)
 - This activity should be used when performing case management activities that are non-medical in nature, including developing, or assisting in the development of, required case plan components under child welfare services. This includes case updating to document on-going changes related to case and activities related to the termination of case, case logs and documentation, case plan development, referral to non-medical services such as education or community services, after placement activities, monitoring of care, child/family visitations, judicial proceedings, progress notes, ongoing assessment of child/family compliance with the case plan. This activity also includes assisting in preparing for and assisting in the development of petition language, court order language, reports to the court assisting in development of permanency plans and participation in judicial determinations. **Note that case management should not be selected for the provision of services. If you are providing a direct service please refer to the skills building activities.**
- Case Management (Medical or Behavioral Health)
 - This activity should be used performing case management activities that are medical in nature. This includes any time spent coordinating, referring, and following-up on medical services that are actually provided by community-based and other providers such as psychologists, dentists, doctors, and psychiatrists. Includes all other case management activities described above that are medical in nature. **Note that case management should not be selected for the provision of services. If you are providing a direct service please refer to the skills building activities.**

Activity Codes (continued)

- Skills Building/Training Services (non-billable)
 - Use this activity when providing skills building training. These services include, but are not limited to, daily living skills, money management, employment, and career planning.
- Skills Building/Training Services (Medicaid billed services)
 - Use this activity when providing skills building training that is billed to Medicaid. You must work at a CMHC that is certified to bill under the Medicaid Rehab Option (MRO) to select this activity. These services include, but are not limited to, daily living skills, money management, employment, and career planning.
- Recruitment/ Licensing/ Approval
 - This activity includes speaking to prospective applicants; participating in local forums or public service programs to inform the public of the need for shelters and foster homes for children needing protection; composing brochures or flyers, or distributing existing materials; other promotional activities that are directly related to recruitment and licensing; participating in recruitment committees; initial approval/licensure/certification/registration study; contacting and approving relative homes; interim monitoring; renewals; denials; and revocations; and conducting background checks. Includes activities required and associated with the licensing and application processes, such as: Completion of State Form 4706 - "Application for License to Operate a Child; Placing Agency"; State Form 46151 – "Applicant's Statement of Attestation"; and State Form 8053 – "Request for Limited Criminal History Information."

Activity Codes (continued)

- Counseling and Treatment

- Use this activity when actually providing direct treatment or counseling services to a client. The use of this code is appropriate only when the worker being sampled is actually personally providing direct psychological, clinical, or other therapeutic counseling or treatment.

- Foster Parent/ Adoptive Parent Training

- This activity is related to training prospective individuals entering the child welfare system as foster parents through the established foster parent training course. This activity is not just for conducting trainings but related to coordinating, scheduling and preparing materials necessary for the foster parent training itself.

- Arranging Transportation (Non-Medical)

- Arranging for specific support provisions, such as transportation or translation assistance, which are necessary for an individual or family to access non-Medicaid educational and social services. Includes related paperwork, clerical activities, training, or staff travel required to perform these activities.

- Arranging Transportation (Medical)

- This activity includes arranging for specific support provisions, such as transportation or translation assistance, which are necessary for an individual or family to access medical services. Includes related paperwork, clerical activities, or staff travel required to perform these activities.

Activity Codes (continued)

- Education

- This activity includes provision of traditional school-based educational instruction , provision of tutoring or remedial educational assistance, and transporting a child to/from school. Also includes attending IEP meetings or IEP related work.

- In-Service Training

- This activity includes attending or conducting CPA license orientation and initial and ongoing training for licensed CPAs. In-service trainings related to the worker's overall duties at the CPA include topics such as case planning, caring for a child, case management, etc.

- General Staff Training

- This activity includes attending or conducting general staff trainings. This includes time spent in general trainings around internal office procedures, computer systems, time tracking, scheduling, bookkeeping, e-mail, Outlook, etc.

- Fundraising, Research, Lobbying

- This activity includes raising funds for the support of the facility, agency or programs and conducting research or development activities.

- General Administrative Functions

- This activity includes all other non-case related activity such as organizing your desk, attending to general clerical matters, meetings and supervisory conferences on office administrative policies, time keeping systems, community relations, professional reading, or other topics which are not program-specific or related to a specific case.

Activity Codes (continued)

- Non-CPA Activities
 - The activity is to be used when no other activity code describes the activity being done or when performing an activity that is not job related. These are non-work circumstances such as paid volunteering. Please describe the nature of this activity in the space provided.
- Lunch/Breaks
 - Includes lunch time and scheduled break time.
- Employee On Leave, Vacation, Sick, Etc.
 - Use this activity when employee on approved leave (e.g., annual leave, sick, leave, FMLA, etc.) or extenuating circumstances such as flood and snow related office closures.
- Not Scheduled to Work
 - Use this activity when employee not scheduled to be at work at time of sample due to flex-time or part-time schedule.

Things to Remember

- Your response should reflect what you were doing at the time of the sample moment, not what you are working on when you receive the e-mail or complete the intranet form.
- Take a minute to analyze your activity. Pick the program and activity combination that best reflects what you are doing at the moment assigned to you.



What Should I Do If I Have Questions?

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